

Avoiding Procrastination

Is your procrastination related to a project? or is it a habit?

To remedy procrastination: Begin with one, modest project. Answer these basic questions. Keep the answers before you as you mark your progress.

What do you want to do?

What is the final objective, the end result? It may be obvious, or not.

What are the major steps to get there? Don't get too detailed: think big.

What have you done so far? Acknowledge that you are already part of the way, even if it is through thinking! The longest journey begins with a first step.

Why do you want to do this?

What is your biggest motivation? Do not concern yourself if your motivation is negative! This is honest and a good beginning. However, if your motivation is negative, re-phrase and re-work it until it is phrased positively.

What other positive results will flow from achieving your goal? Identifying these will help you uncover benefits that you may be avoiding: Dare to dream!

List out what stands in your way. What is in your power to change? What resources outside yourself do you need? Resources are not all physical (i.e. tools and money), and include time, people/professionals/elders, even attitude.

What will happen if you don't progress? It won't hurt to scare yourself a little...

Develop your plan, list:

1. Major, realistic steps. A project is easier when it is built in stages; start small; add detail and complexity as you achieve and grow.
2. How much time each will take. A schedule helps you keep a progress chart and reinforce that there are way-stations on your path.
3. What time of day, week, etc. you dedicate yourself to work. This helps you develop a new habit of working, build a good work environment, and distance distractions (It is much easier to enjoy your project when distractions are set aside.)
4. Rewards you will have at each station and also what you will deny yourself until you arrive at each station.
5. Build in time for review. Find a trusted friend, elder, or expert to help you motivate yourself or monitor progress.

Admit to:

False starts and mistakes as learning experiences. They can be more important than successes, and give meaning to "experience"

Distractions and escapes. Do not deny they exist, but deny their temptation

Emotion. Admit to frustration when things don't seem to be going right. Admit that you have had a problem, but also that you are doing something about it

Seeing yourself succeeding!

Finally: if procrastination is a habit of yours, forget it.
Focus on the tasks and project at hand, and build from there!